SBPRA/Business Gateway (BG)
Q2 FY06 Data Call
General Instructions

Please follow these instructions to complete the SBPRA/BG Q2 FY06 Data Call:

<u>Sending Instructions</u>:

1. Complete the Q2 2006 data call by the OMB deadline of **March 31, 2006.**
2. Rename the Data Call Instrument excel file to reflect your agency name and date e.g., BGQ2DataCall-NS [*Agency Name]* 03-22-2006.xls.
3. Each agency's Advisory Group Member should submit ONE complete data call response for the entire agency. Email your Agency data call response to the following two addresses:

    - Shivani Desai, BG Program Manager at Shivani.Desai@sba.gov
    - Business Gateway Program Management Office at BGPMO@sba.gov

<u>General Instructions</u>:

In preparation for the Data call please complete the following steps:

1. Verify you have received the following files:
    - **SBPRA BG Data Call DATA DICTIONARY.xls -** an excel spreadsheet defining the content (i.e., Resource Types and Data Fields) requested for this data call.
    - **BGQ2DataCall-NS.xls –** the survey instrument to fill out and submit to BG

2. Open the Data Dictionary (**SBPRA BG Data Call DATA DICTIONARY.xls)** and click on each of the three tabs at the bottom of the spreadsheet to familiarize yourself with the definitions:
    a. **Tab 1 -** ***Def of Compliance Assistance***: explains what BG means by "Compliance Assistance." It is important that you read this definition to understand the scope of the data call and what the BG is looking for.
    b. **Tab 2 -** ***Resource Types*****:** explains the twelve types of web resources BG requests. Click on the URL links listed to see examples of each resource type. In addition to the twelve data types, the bottom of the Resource Types worksheet BG lists the resources not requested in this data call.
    c. **Tab 3 -** ***Data Field Definitions*** defines each of the data fields in "BG Q2 FY06 Data Call.xls".

3. The Data Call Instrument: IMPORTANT: **Before you open** the Data Call Instrument, you must follow these instructions. The Data Call Instrument contains macros (simple computer programs). Since macros may create a security alert for your version of MS Excel, please follow the procedure outlined below:
    - **Open** MS Excel
    - From the Menu Bar, choose **Tools**
    - Choose the **Macro** label (you may have to expand the drop-down)
    - Choose **Security** on the expanded panel
    - On the Security pop-up window, **Security Level** tab, choose **Medium**
    - Click **OK**

- You can now open the Data Call Instrument (**BGQ2DataCall-NS].xls**)
- When MS Excel opens, it may display an alert. Choose the "Enable Macros" button, and the program will start.

IMPORTANT: When you are completely finished with this project, you should reset EXCEL to your previous macro setting: Retrace the steps outlined above, and chose **High** instead of **Medium** on the Security level tab.

4. Save the Data Call Instrument (**BGQ2DataCall-NS.xls**) to a directory on your computer.

   IMPORTANT: Do not try to enter data into the file before saving it to a directory: Opening the file directly from the email and entering data into it may cause you to lose all your data. To avoid this, right mouse click on the file and save it to a directory you want to use for this data call.

5. Verify and Validate pre-populated resources from the Q4 FY 2005 Data Call.

6. Identify other potentially applicable compliance assistance resources on your agency website.

   NOTE: This is the most time intensive step.

7. Evaluate each identified resource against BG's criteria below:
   a. Does the URL meet BG's definition of compliance assistance? See DATA DICTIONARY, Tab 1 - *Def of Compliance Assistance*.
   b. Is the URL one of the twelve resource types BG requests? See DATA DICTIONARY, Tab 2 - *Resource Types*.
8. Open the Data Call Instrument.
9. If the resource meets the above criteria, complete the Data Call Instrument forms for each identified resource as described in the next section titled *Data Call Instrument Instructions.*

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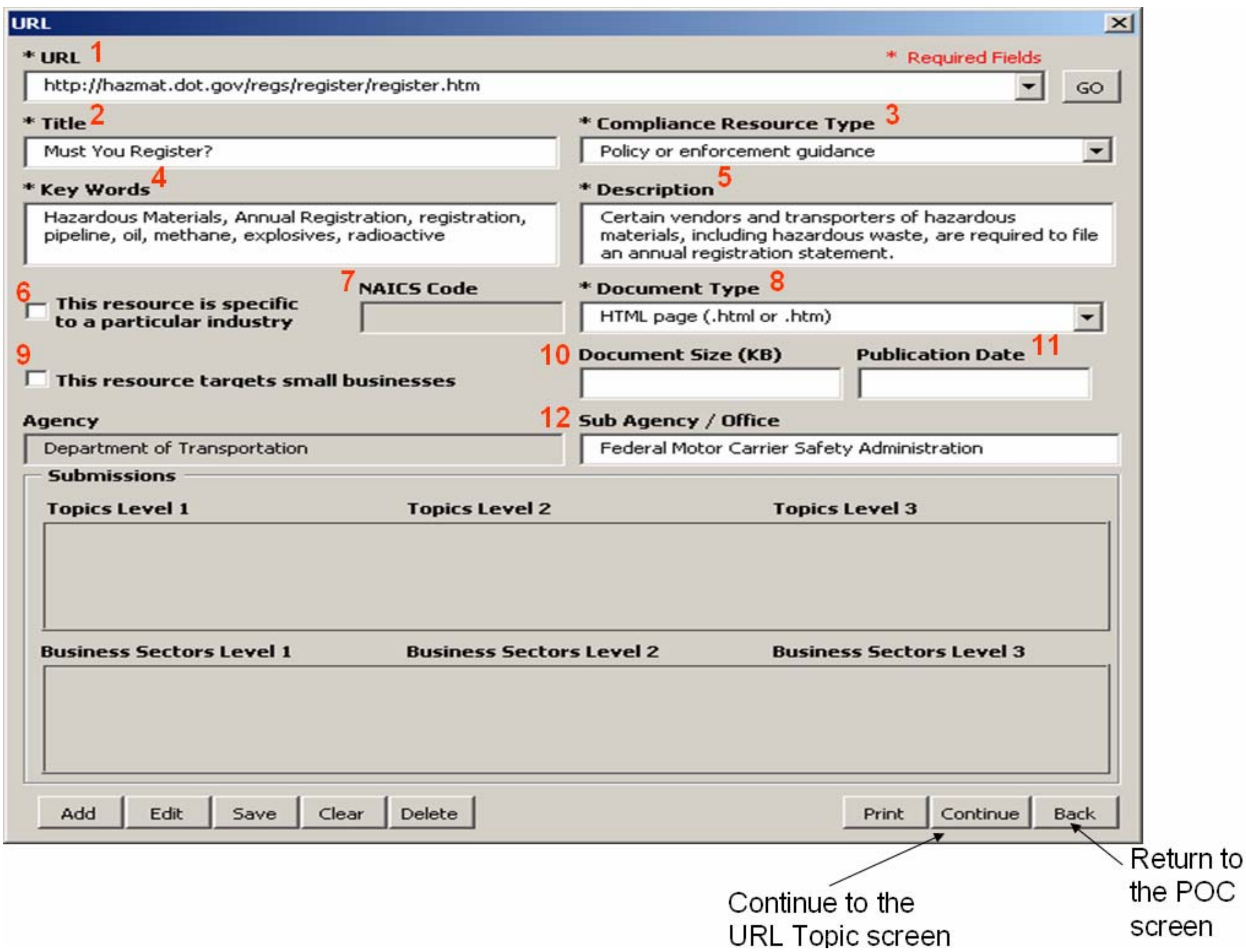
B. Verify Prepopulated Resources

URL Screen

This screen includes general information regarding the compliance assistance URL. Click on the drop down arrow in the top box "URL." You will note that Business Gateway has prepopulated many URLs: They are the ones you gave us in the BG Q1 FY06 Data Call.

To Review/Edit a compliance resource URL:

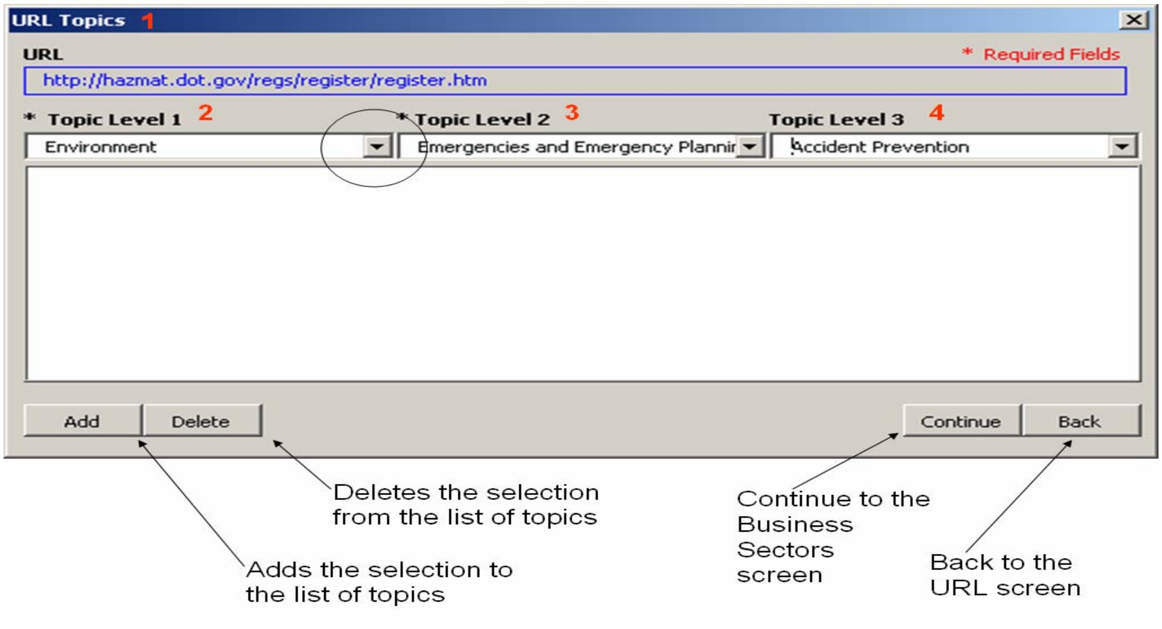
a. Click on the first URL. Update the prepopulated data fields where necessary and enter new data where necessary.
b. Click on "Continue" to proceed to the URL Topics form for the selected resource.



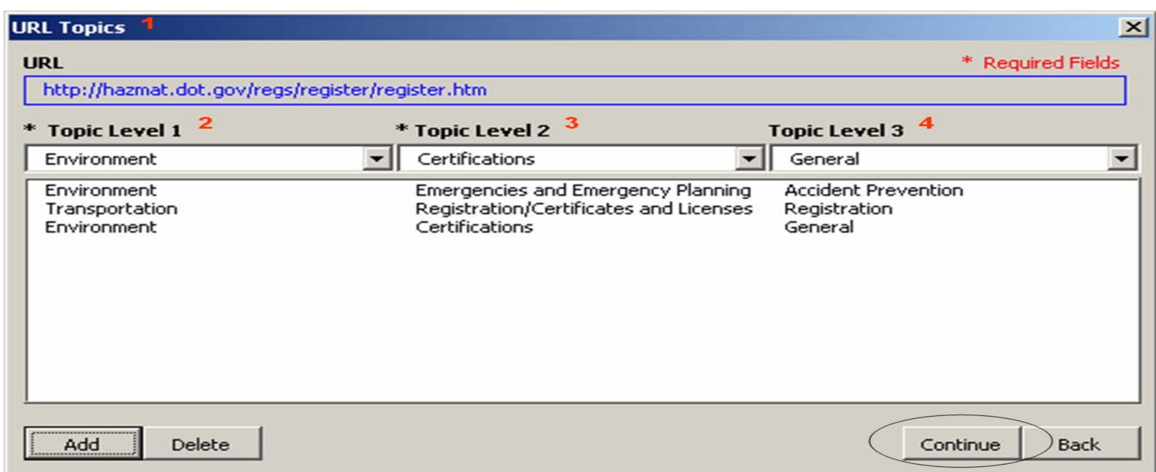
URL Topics Screen
Choose a Topic Level 1 by clicking on the arrow

Next, choose a "Topic Level 2," and a "Topic Level 3," in the same manner.
Once you are satisfied with your Topic Levels 1, 2, and 3, click on "Add."

NOTE: If the Topic Level 2 or Topic Level 3 does not adequately describe your resource, you may add your own topic by clicking on the topic drop down box and typing a new topic. Note: you are only allowed to add five new topics per agency submission.



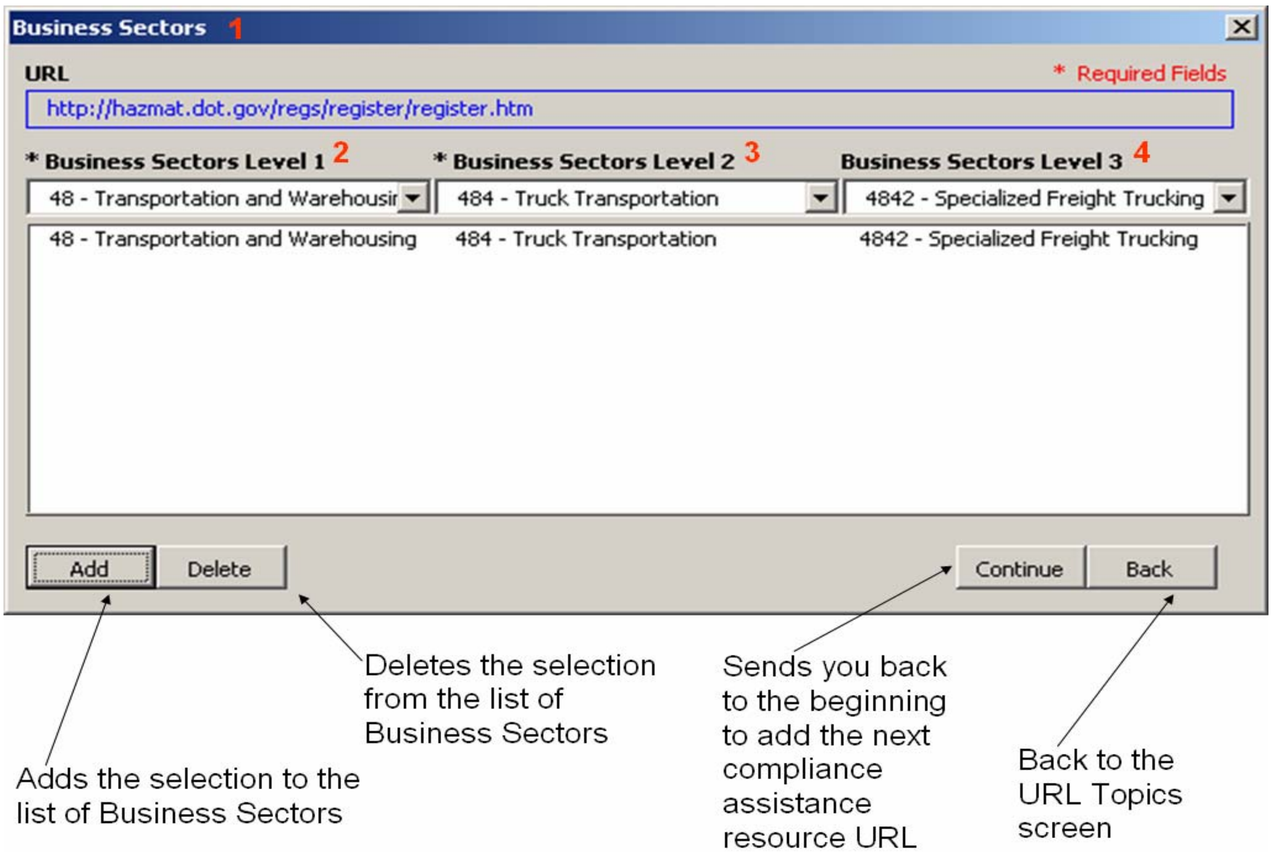
Add different Topic/Sub-topic combinations, if the resource may be characterized in more than one way. Once you have finished adding topics, click on "Continue."



Business Sectors Screen
Characterize the resource according to the business sector it applies to.

To Add a Business Sector:
Choose from each of the three menus, and then click "Add." Similar to the topic directory, you may add more than one business sector combination.

To Delete a Business Sector:
If you have mistakenly added a Business Sector description, delete by highlighting it and selecting "Delete."



Once you have finished adding business sectors, click on "Continue."

You are now back at the original URL page (see above for screen shot), except that now all the information has been populated for the URL. Verify that the information is correct. If you want to change any of the information, click "Continue," as before, to toggle through the screens.

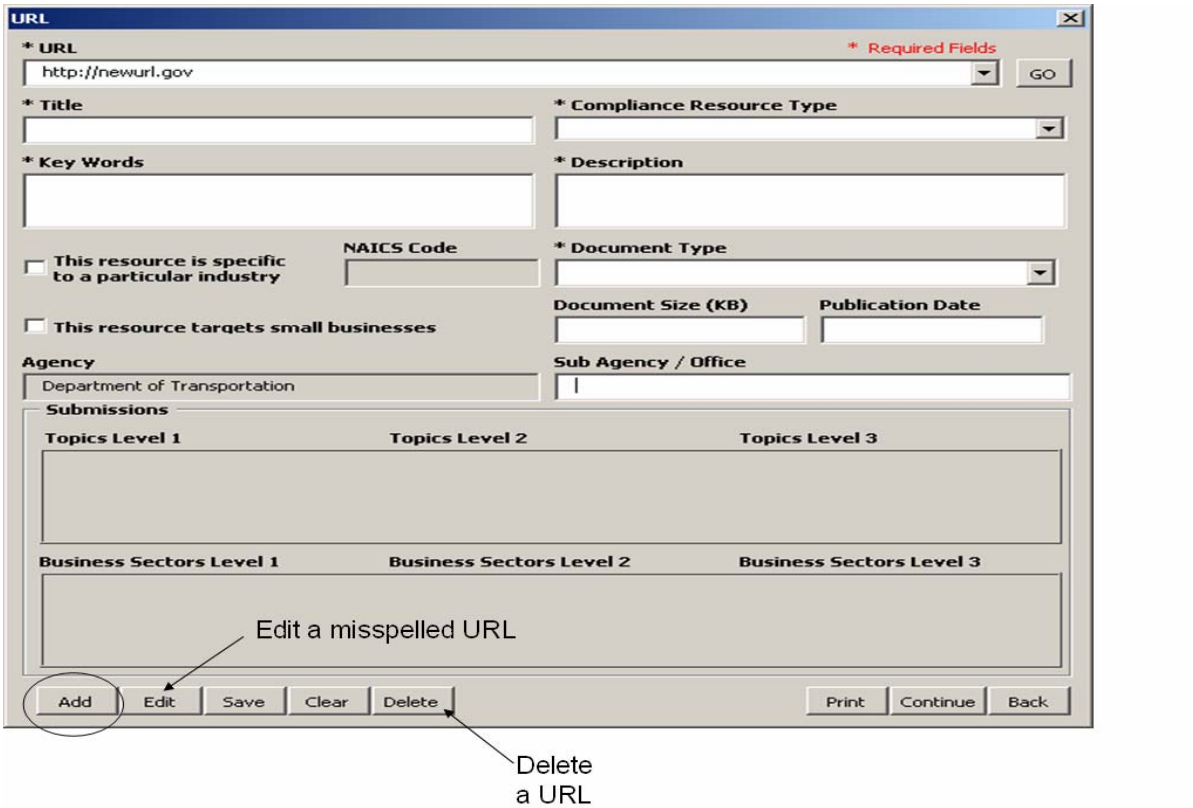
If you are satisfied with the information, click "Save" and move onto the next URL.

Repeat the above process for each prepopulated URL.

C. Add New Resources

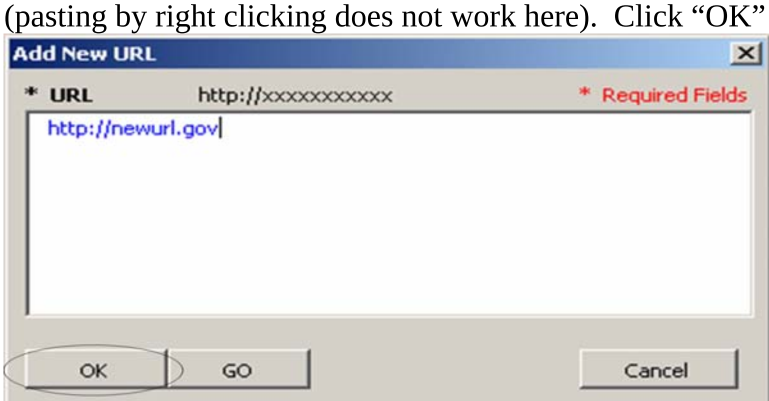
URL Screen

Once you have verified and updated the prepopulated data, add new resources by clicking on "Add."



Add New URL Screen

Type the web address or copy a URL from the Internet and press "Ctrl-V" to paste it into the box (pasting by right clicking does not work here). Click "OK" when finished.



For each new resource added, complete all of the required data elements on the URL, URL Topics, and Business Sectors Screens.

Once you have added all of your business compliance assistance resources, click "Save" and return to the sending instructions to complete your Agency's Data Call Response.

To exit the instrument, return to the POC screen and click on the red “Exit” button.

When you have added all your agency’s compliance assistance resources (URLs) return to the sending instructions section (see page 1) to complete your Agency’s Data Call Response.

NOTE: Finding Compliance Assistance resources can be challenging because each agency stores them differently on their websites. To ensure that you find all your compliance assistance resources for proper submission, begin by contacting your webmaster(s), policy offices, enforcement offices, librarians, and other people that manage information within your agency. You can also execute searches on your agency’s website(s) with keywords such a “Compliance Assistance” AND words that functionally relate to your agency’s mission like “Motor Vehicles” or “Air” or “Benefits” or “Wage” or “Safety”.